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ABSTRACT

This document provides guidelines for Idaho libraries applying for Library Services and Technology Act (LSTA) grants for fiscal year (FY) 2000. The following sections are included: (1) competitive grant timeline; (2) the LSTA of 1996; (3) LSTA purposes; (4) preferred future for Idaho libraries; (5) who can apply for LSTA grant funds; (6) application procedures; (7) application certifications; (8) evaluation procedures for full applications; (9) grant program hearing procedure; (10) grant award procedures; (11) appropriate signatures; (12) grant extension; (13) distribution of funds; (14) grant record keeping requirements; (15) Office of Management and Budget circulars; and (16) FY 2000 allocation plan. The appendices list requirements for: eligibility; all projects; automation projects leading to networking and resource sharing; planning projects; projects creating, expanding, or consolidating library districts; advocacy grants; individual continuing education projects; Read-to-Me projects; and Just-in-Time grants. A list of FY 2000 Idaho State Library Board members, Advisory Council members, and Library staff is included. (MES)

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FY2000 LSTA GUIDE

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Competitive Grant Timeline

Date	Activity
May 19, 1999	• Memo to school librarians notifying of the summer mailing of LSTA Grant Applications.
June 23, 1999	• Idaho State Library (ISL) Board meeting to approve the FY2000 Allocation Plan.
July 9, 1999	• Invitations to apply (with Allocation Plan and timeline) mailed to all libraries; libraries contact consultant to request application packets (LSTA Guide, Draft Application, Eligibility Checklist).
October 15, 1999	• Deadline for Draft Application; applications must be postmarked this day or received by 5PM on this day if delivered. The ISL staff review begins.
November 8, 1999	• LDD meeting to review Draft Applications.
December 3, 1999	• Feedback to applicants completed. Full Application form mailed to those invited.
December 17, 1999	• Deadline for Full Applications; staff review begins.
January 2000	• Advisory Council meeting to review Full Applications and evaluate FY1999 program.
early February 2000	• ISL Board meeting to approve Applications.
March 1, 2000	• Administrative forms and grant agreements mailed to subgrantees. Upon the signature of ISL and the grantee the project may begin.
February 28, 2001	• Conclusion of FY 2000 grant projects.

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Library Services and Technology Act of 1996

The Idaho State Library is a recipient of federal funding for the support of libraries through the Library Services and Technology Act of 1996.

Library Services and Technology Act Purposes:

- ✓ To consolidate Federal library services programs
- ✓ To stimulate excellence and promote access to learning and information resources in all types of libraries for individuals of all ages.
- ✓ To promote library services that provide all users access to information through state, regional, national and international electronic networks.
- ✓ To provide linkages among and between libraries.
- ✓ To promote targeted library services to people of diverse geographic, cultural, and socioeconomic backgrounds, to individuals with disabilities, and to people with limited functional literacy or information skills.

Preferred Future for Idaho Libraries

At the 1998 Futures Conference sponsored by the Idaho State Library, participants identified eight concepts for a preferred future for Idaho Libraries in 2008. These concepts form the basis of the key strategies necessary to achieve that preferred future:

- ✓ Continuous access and service to anyone, anywhere, anytime
- ✓ Boundary-less, organic network with uniform interface
- ✓ Cutting edge technology, gateway to the world
- ✓ Fantastic, flexible, functional, fun facilities at heart of the community
- ✓ Common, stable, creative public/private funding
- ✓ Politically organized and coordinated library community
- ✓ Coordinated continual learning for staff and patrons
- ✓ Real people, human touch is maintained and enhanced

Who Can Apply for LSTA Grant Funds

Public, school, academic, and special libraries, and non-library entities that meet the eligibility criteria outlined in **Appendix A** of this Guide may apply for grant funds and participate in grant projects funded by the Idaho State Library.

A library consortium may apply for grant funds if it meets the eligibility criteria described in Appendix A. At the recommendation of the state Legislative Auditor, a consortium that wishes to be the recipient (or fiscal agent) of the grant award must provide a list of participating libraries, the names of the director and the financial officer, the consortium's employee identification number, a copy of the by-laws signed by the directors of the libraries involved in the consortium, a mailing address, and demonstration of a sustaining funding mechanism available for local match as well as funds to operate on a reimbursement basis for grant projects. A consortium may also designate one of its member libraries to be the recipient of the grant award on behalf of the consortium.

The applicant and all participants must complete an Eligibility Checklist in its entirety and submit the completed Checklist(s) with the Draft Application. *If a library does not meet the eligibility requirements, that library can participate in a project, but cannot receive grant funds, equipment, or materials purchased with grant funds.*

A non-library entity that participates in a grant project as a partner that does not receive grant funds and does not take ownership of any equipment or materials purchased with grant funds does not need to complete an Eligibility Checklist.

The Eligibility Checklist is divided into five sections. All applicants and participants must complete the Certification Page (Page 1) and section:

1. Applicants and Participants - All Types of Libraries.

The remaining sections of the Checklist apply to specific types of libraries:

2. School and Academic Library Applicants and Participants
3. Public Library Applicants and Participants
4. Library Consortium Applicants
5. Non-library Entities

Application Procedures

The grant process is designed to be a collaborative and interactive process between the members of the library community and the State Library. Therefore, the **first step** in applying for an LSTA grant is to contact the State Library Consultant in your area. A list is provided for you on the back of the front cover. Your Consultant may refer you to a Special Projects Coordinator or a State Library Consultant who has expertise in the area of your proposed project.
ALL applicants must keep their State Library Consultant informed throughout the process of developing their proposal. Failure to consult with the State Library Consultant before submitting the Draft Application will result in disqualification for this grant cycle.

The **second step** is the Draft Application. The **Draft Application** requires a fully developed proposal, not just an idea for a project. The applicant should consult all relevant Appendices in this Guide in the process of developing the Draft Application. The Development Division staff will review the Draft Applications and extend an invitation to formally apply to those applicants with proposals that reflect planning sufficient to implement the project AND that best address the purposes of LSTA, the goals identified by the State Library Board, and the concepts of Idaho's Preferred Future (see Table 1 on page 11 of this Guide). Any staff suggestions for strengthening the application will be conveyed to the applicant.

Draft Applications for projects that are ineligible, do not directly address the items in Table I, or are not sufficiently planned will be reviewed by a subcommittee of the Advisory Council. If the subcommittee concurs with the opinion of the Development Division staff, the applicant will not be invited to make full application. If the subcommittee does not concur, the State Librarian will make the determination on whether or not to invite a full application.

If your project is a multi-year project, that should be discussed with your Library Consultant and indicated in your Draft Application. The State Library cannot make commitments to fund multi-year projects, but your initial application should indicate if you intend to seek additional funding for the project in future years. Subsequent applications for multi-year projects will be evaluated and ranked with all other competing applications in each grant cycle.

Refer to the **Competitive Grant Timeline**, page ii of this document, for the **appropriate due dates** for each phase of the grant process. All proposals must be postmarked by midnight or received at the State Library by 5:00 P.M. on the due date. Applications postmarked or delivered after the due date will automatically be disqualified.

Application Certifications

Three certifications are required to receive federal funds and will be included in the application packet mailed to those libraries invited to submit full applications.

Civil Rights Certification - Once signed, this certifies that the grantee will comply with all civil rights laws including equal employment opportunity laws.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Once signed, this certifies that the grantee or anyone with whom the grantee may contract in respect to the grant, is not named on a government list as being debarred or suspended from receiving federal funds.

Certification Regarding Lobbying - Once signed, this certifies that the grantee will not use federal funds to lobby or influence any member of congress or staff of a federal agency.

Evaluation Procedures for Full Applications

The full application will be briefly reviewed by the Development Division Staff and then forwarded to the LSTA Advisory Council for discussion and evaluation. The Council members will evaluate the applications according to the following criteria:

- ✓ **Planning** - Is the project supported by references to the library or consortium's service plan? Does the project address a specific objective or activity in the plan? Does the application identify steps leading up to the project and anticipated future steps if the project is successful? Does the applicant address the project's impact on staff and on existing library services? Does the application clearly identify the source of funds to continue the project.

- ✓ **Implications for library development** - If the project is successful, will it make a significant long-term contribution to local, regional or statewide library development?
  - Does the application show how this project will advance specific strategies of the library community's Preferred Future?
  - Is the project a direct step toward one of Idaho's two development priorities:
    - Creation of a library district or consolidation of public libraries into larger jurisdictions and/or
    - Establishment, enhancement, or expansion of multi type library networks or consortia?

- ✓ **Need** - Is the need documented by references to the library or consortium's service plan,

statistical information, or community analysis? Does it describe a significant need of members of the community?

- ✓ **Objectives** - Are the objectives clear, realistic and measurable? Do they describe a desired result of the project? Do they address the need?

- ✓ **Activities** - Do the activities address the stated needs and objectives? Are the activities realistic?

- ✓ **Evaluation** - Does the evaluation address the objectives? Does the evaluation process provide some level of objectivity? Does it measure the results of the project?

- ✓ **Timeline** - Does the timeline fit within the time frame of the grant year? Is it detailed? Is it realistic?

- ✓ **Budget narrative** - Is the budget reasonable? Does it explain clearly where the match comes from? Does it explain clearly how and why money will be used?

The Council will apply these criteria to the information in each application. While the Council may seek clarification during their review and discussion of the applications, no new information will be considered by the State Library after the Council establishes its funding recommendations. After discussion, the Council will rank the proposed projects and recommend funding in the order in which the projects have been ranked. It may also recommend that some projects not be funded. The Council recommendations are forwarded to the State Library Board which makes the final decision on which projects will be funded.

Grant Program Hearing Procedure

An opportunity for a hearing before the State Library Board is provided for every local or other public agency whose application for funds under a State Library administered grant program has been denied.

1. The applicant shall request a hearing in writing within thirty (30) days of the action of the Board.

2. Within thirty (30) days after receipt of a request, the Board shall hold a hearing on the record and shall review its action.

3. No later than ten (10) days after the hearing, the board shall issue its written ruling, including findings of fact and reasons for the ruling.

4. If the Board determines that its action was contrary to state or federal statutes, or to regulations that govern the applicable program, the State Library shall rescind its action.

Grant Award Procedures

Applicants with projects selected by the Board for funding will receive two copies of a written grant agreement. The grant agreement is a contract between the State Library and the grantee, committing the grantee to proceed with their grant proposal and committing the State Library to provide administrative services as well as the financial reimbursement described on the Approved Budget which accompanies the grant agreement.

LSTA grants are funded on an annual basis. For FY2000, the State Library intends to make grant awards in early March, 2000 with a twelve (12) month grant period. Exceptions to the 12-month grant period may be made if the project plan shows that more time is needed to implement a project. The draft application must clearly reflected the longer time frame.

Included in the grant agreement packet, the grantee will find blank copies of the **Quarterly Narrative Report**, **Final Project Evaluation & Summary**, **LSTA Financial Report**, numerous **Reimbursement Request Forms, Request for Taxpayer Identification Number & Certification,** as well as a **sample press release** for the library's use.

The grantee must sign and return both copies of the grant agreement as well as the Request for Taxpayer Identification within **30 days** of the date of the award letter, or notify the State Library why this can not be carried out. *If the grant agreements are not received, or notification made prior to the 30 day period, the grant award will be revoked.*

If an addendum is made to a grant agreement to clarify or alter that agreement, the grantee must sign and return both copies of the addendum within 30 days of the date of the letter of addendum, or notify the State Library why this can not be carried out. *If the signed addendum is not received, or notification made prior to the 30 day period, no grant reimbursements will be processed until this document is received.*

Appropriate Signatures

The grant agreements or addendums must be signed by individuals representing the applicant as described below:

Public Library	Library director and Chairman of the library board (or Vice-Chairman in the absence of the Chairman)
School Library	School librarian (or director of the media center) and District

	Superintendent (or individual who can legally obligate the district)
Consortium	Executive director (or chief staff person) and the chair of the governing body (or financial officer)
Academic, Institutional or Special Library	Library director and an individual who can legally obligate the institution if the librarian cannot
Non-library Entity	Individual who can legally obligate the entity

Grant Extension

Once a grant is in progress, circumstances may warrant an extension to the grant period. Contact the consultant assigned to your project prior to requesting an extension. The extension must be requested in writing within 30 days of the end of the grant period listed on the grant agreement, and must include an explanation of the circumstances. Generally, extensions will not be granted beyond July 1, 90 days prior to the end of the federal fiscal year. A letter of approval or denial will be returned to you from the State Librarian.

Distribution of Funds

The grant funds are disbursed as a reimbursement to funds expended for the project by the grantee. The reimbursement forms are included in your grant agreement packet and more can be obtained from the State Library. Requests for reimbursement can be made at any time. However, we request that you do not submit requests for reimbursement for minuscule amounts of money, if at all possible.

If a grantee's required reports are more than 30 days overdue, any request for reimbursement will be held until the reporting requirements on the grant are brought up to date.

Grant Record Keeping Requirements

- All grants awarded by the Idaho State Library, allowing a few exceptions, require the grantee to expend local dollars as match for the federal funds. The required Local Match is stated in the Appendix for that specific project. Local matching funds attributed to meeting this obligation can not be expended until the grant agreement has been signed by both parties and becomes a contract.

- Grant recipients are required to maintain records of project activities and to maintain complete financial accounting of all project related funds (both LSTA and required local match funds).

- Grant funds are to be used for those items associated with the grant project for which the funds were awarded. Expenditures which have historically been from local funds must continue to be made from that funding source; grant funds must not replace them.

- Grantees will be required to submit narrative progress and financial reports on a quarterly basis unless otherwise directed in the grant agreement. *Requests for reimbursement may be delayed if these reports are not received in a timely fashion.*

- Grant funds must be accounted for separately from other finances of the recipient agency.

- The grant funds must be included in the library budget. If necessary the library board must open the budget according to the processes outlined in Idaho Code.

- Records of equipment costing $5,000 or more which were purchased with LSTA funds must be maintained by the grant recipient in an inventory file. The grantee shall use equipment purchased with federal funds in the program or project for which it was acquired as long as needed, whether or not the project continues to be supported by LSTA funds. Disposition of major equipment (more than $5,000) is subject to review by the State Library. Call the State Library Grants Officer for assistance in this matter.

- Grantees must make all project related records available to the Institute of Museums and Library Services and the Idaho State Library.

- All project records must be retained for a period of **five years**.

- The use of federal funds is governed by regulations found in the Code of Federal Regulations at 45 CFR 1183.

- Federal grant programs are also subject to restrictions and requirements established by the Office of Management and Budget in OMB Circulars. Many or most circulars are available via websites (such as http://www.whitehouse.gov/WH/EOP/OMB/Grants/); all can be ordered from:

  Office of Management and Budget
  Executive Office Building
  Washington, DC 20503
  phone 202-395-7332

Office of Management and Budget Circulars

	State & Local Governments	Educational Institutions	Non-Profit Entities
General Administrative Requirements	A -102	A - 110	A - 110
Allowable Costs	A - 87	A - 21	A - 122
Audit Requirements	A - 133	A - 133	A - 133

FY 2000 Allocation Plan

LSTA SUB-GRANT PROGRAM

The Library Services and Technology Act (LSTA) focuses on advancing technology and targeting library services to specific groups of people. LSTA emphasizes collaboration among libraries and between libraries and other agencies. Grants from this funding source should extend and formalize collaboration and resource sharing among these entities and not just promote cooperative programs.

The federal LSTA grant program is the primary source of funding for library development in the state of Idaho. The State Library Board wishes to fund **only** those projects which, if successful, would make a significant long-term contribution to regional or statewide library development in the direction described in the Preferred Future.

The Idaho State Library Board has identified goals for the expenditures of LSTA funds in Idaho. These goals are stated in column one of the Table1. The regulations governing the Museum and Library Services Act require that 96% of the LSTA funds awarded to the Idaho State Library be used for projects which focus on the purposes identified in column two of the table, and the Preferred Future concepts are listed in column three.

Priorities

In the competitive application process, the successful proposal will clearly describe a well-planned project that addresses at least one of the parameters listed in each of the three columns in Table 1. Highest priority will be given to proposals that lead to or result in:

- Creation of a library district or consolidation of public libraries into larger jurisdictions

OR

- Establishment, enhancement, or expansion (in members or services) of multi-type library networks or consortia.

Proposals that address library development across the service areas of several libraries or a geographic region will generally rank higher than projects that benefit only one library.

Types of Projects

Proposals may be made for the planning of or the implementation of a specific projects. Requirements for the different types of projects are explained in the Appendices:

Table 1: State Board, LSTA, and Idaho Preferred Future Grant Focus

Idaho State Library Board Goals	LSTA Focus	Idaho Preferred Future
▸ All libraries participate in a statewide network of libraries that provides Idahoans with local access to global information. ▸ All Idahoans have access to library services. ▸ The Idaho library community is recognized as providing effective services to fill all types of information needs.	♦ Establish or enhance electronic linkages among or between libraries. ♦ Electronically link libraries with educational, social, or information services. ♦ Assist libraries in accessing information through electronic networks. ♦ Encouraging libraries in different areas, and encouraging different types of libraries, to establish consortia and share resources. ♦ Paying costs for libraries to acquire or share computer systems and telecommunications technologies. ♦ Target library and information services to persons having difficulty using a library and to under served urban and rural communities, including children from families with incomes below the poverty line.	• Continuous access & service to anyone, anywhere, anytime. • Boundary-less, organic network with uniform interface • Cutting edge technology, gateway to the world. • Fantastic, flexible, functional, fun facilities at heart of the community. • Common, stable, creative public/private funding. • Politically organized and coordinated library community. • Coordinated continual learning for staff and patrons. • Real people, human touch is maintained and enhanced.

Appendix Letter	Appendix Description
B	General Requirements for All Projects
C	Requirements for Automation Projects Leading to Networking and Resource Sharing
D	Requirement for Planning Projects
E	Requirements for Creating, Expanding, or Consolidating Library Districts

Applicants should consult all of the relevant Appendices while developing the Draft Application. Requirements for using LSTA funds in projects creating library districts are also found in the State Library's District Handbook, which can be requested from your Library Consultant.

All applicants and participants in these types of projects must complete an Eligibility Requirements Checklist as part of the Draft Application process (see page 2 of this Guide).

MINI GRANTS

Advocacy Projects

Subgrants are available to Idaho libraries for marketing library services. Application may be made throughout the year. See Appendix F for details and project requirements. Contact the State Library Special Projects Coordinator for Advocacy for specific information on the application process and timeline.

Individual Continuing Education (CE) Projects

Subgrants are available to libraries for individual CE projects that support a priority of LSTA. Application may be made throughout the year. See Appendix G for details and project requirements. Contact the State Library Continuing Education Consultant for specific information on the application process and timeline.

Read-to-Me Projects

Subgrants of $5,000 are available to 10 libraries for local Read-to-Me projects. Application must be made according to the competitive grant timeline (see page ii of this Guide). See Appendix H for details and project requirements. Contact the State Library Special Projects Coordinator for Reading Programs for specific information on the application process and timeline.

Just-In-Time Projects

"Just-in Time" grants may be made by the State Library when opportunities arise outside the

competitive grant cycle for projects that directly support one of the two highest priorities of the statewide plan. Funds will not be reserved or set aside for Just-In-Time grants, but will be available if and when current subgrantees do not expend all of their allocated budgets. See Appendix I for details and project requirements. Contact your area library consultant for availability of this grant opportunity.

ISL ADMINISTERED PROJECTS

1. STATEWIDE READING PROGRAMS
   Target libraries: Public libraries
   Activities: Summer Reading Program, Read to Me Campaign, adult and family literacy program, Let's Talk About It.

2. STATEWIDE NETWORKING PROGRAM
   Target audience: Idaho citizens and libraries
   Activities: Implement recommendations of ILNAC (Himmel and Wilson) study, LiLI enhancements, reciprocal borrowing, Z39.50 capability for additional catalogs, support for advisory groups, and related PR and training.

3. STATEWIDE CE PROGRAM
   Target audience: staff and trustees of Idaho libraries
   Activities: Implement the statewide continuing library education program, including support for individual CE projects, the CE advisory groups, workshops, out-of-state presenters, broadcast of tele-conferences, program materials, etc.

4. STATEWIDE PLANNING FOR LIBRARY SERVICES
   Target audience: Idaho citizens and libraries
   Activities: Support for advisory groups, follow up on recommendations of the statewide Futures Conference, planning for library district projects, etc.

5. STATEWIDE PROJECT STAFF AND FIELD OFFICES
   Target audience: Library personnel
   Type of project: Personnel expenditures for several statewide programs and the operating expenditures of the State Library field offices.

6. LSTA ADMINISTRATION
   Target audience: Idaho libraries
   Activities: Planning and administering projects under the LSTA program, including distribution of plans and application materials, and the work of the LSTA Advisory Council.

APPENDIX A - ELIGIBILITY REQUIREMENTS

1. FOR APPLICANTS AND PARTICIPANTS - ALL TYPES OF LIBRARIES

A library of any type (academic, public, school, or special) must meet the following Eligibility Requirements in order to participate in a project funded under an LSTA subgrant.

A. The library is, or is part of, a non-profit institution or agency which receives substantial support from public tax revenues.

B. The library has a current, written long range or strategic plan that is available in the library for review.

C. The library consists of a specific, permanent space exclusively designated for providing library services.

D. The library collects, provides, and coordinates access to library materials that are organized according to a nationally accepted classification system.

E. The library serves its clientele free of charge.
- Academic library: its students and faculty
- Public library: all residents of its legal service area (city limits for city libraries and district boundaries for district libraries)
- School library: its students and faculty
- Special library: dependent upon mission

F. The library has regular and published hours of operation.
- Academic library: minimum of 75 hours/week while school is in session
- Public library: minimum of 12 hours/week, including some evening or weekend hours
- School library: minimum of 6 hours/day while school is in session
- Special library: dependent upon mission

List hours:

G. The library employs an administrator who is responsible for the daily operations of the library.

H. The library has at least one paid staff member on duty in the library during the hours the library is open.

I. The library has an operable phone within the place set aside for the library.

J. The library loans its materials to other Idaho libraries without charge.

K. The library provides training opportunities for its staff.

2. FOR SCHOOL AND ACADEMIC LIBRARY APPLICANTS AND PARTICIPANTS

A school library or academic library participating in a subgrant must also meet the following requirements:

A. The school district is accredited by the State Board of Education.

B. The school district employs a certificated media generalist who will administer the grant.

C. The academic institution is accredited by the Northwest Association of Schools and Colleges.

3. FOR PUBLIC LIBRARY APPLICANTS AND PARTICIPANTS

Because public libraries have as their mission the responsibility of serving the information needs of all members of the community, a public library participant must also meet the following requirements:

A. The library does not charge a fee to any resident of its legal service area for any basic library service. Basic library services include:

- Usual and reasonable access to the collections and professional services which are ordinarily, traditionally, and routinely offered to the public in American public libraries during posted operating hours.
- Circulation of library materials, regardless of format.
- Access to interlibrary loan services. Postage charges for interlibrary loans are assumed by the library, not the user.
- Reference services, regardless of format.

B. The library must have a completed "Idaho Public-District Library Annual Statistical Report Form" for the preceding fiscal year accepted by, and on file, at the State Library.

C. The library must be legally established and operating in compliance with Chapter 33-26 or chapter 33-27 of the Idaho Code.

4. FOR LIBRARY CONSORTIUM APPLICANTS

A. The consortium is a local, statewide, regional, or interstate cooperative association of library entities which provides for the systematic and effective coordination of the resources of school, public, academic, and/or special libraries and information centers, for improved services for the clientele of such library entities. [LSTA Sec. 213(3)]

B. The consortium members have established formal organizational ties including:
- A long range or strategic plan that identifies member services
- Written agreements among members
- Provisions for adding members and allowing withdrawal from the agreement
- Written policies and procedures for services, such as reciprocal borrowing, shared circulation, materials delivery, cooperative collection development
- A representative governance structure
- A sustaining funding mechanism supported at least in part with local funds

[NOTE: If a library consortium's application is approved for a grant, the grant award may be made to one of the consortium's members who fall under section 1, 2, 3, or 5 of this Appendix. In order for the grant award to be made to the consortium, the consortium must meet the criteria described on page 2 of this Guide.]

5. FOR NON-LIBRARY ENTITIES

To apply for LSTA funds or participate in LSTA-funded projects, a non-library entity must:

- Be a non-profit corporation registered with the Idaho Secretary of State under the Idaho Non-profit Corporation Act (Idaho Code 30-3-1) AND

- Have tax exempt status under Internal Revenue Code Title 26 Section 501(C)3. [Note: The Idaho Constitution prohibits the granting of funds to organizations established for religious purposes.]

OR

- Be tax-exempt as a governmental sub-unit under Internal Revenue Code Title 26 Section 115.

APPENDIX B - GENERAL REQUIREMENTS FOR ALL PROJECTS

LSTA AND LOCAL RESPONSIBILITY

A. LSTA competitive grant funds are intended for pilot projects, start-up costs for new services, or other one-time expenditures.

B. Supplanting is the reduction in expenditures made from local funding sources and replacing those funds with federal grant monies. LSTA grant funds are intended to **supplement** local funds, not **supplant** or replace them. Maintenance and operations activities, such as regular staff, collection development, ongoing services, replacement equipment, etc. are the responsibility of the local library and are not appropriate for LSTA funding. Grant funds must be used for the specific project for which the grant was intended.

C. Grant applications for replacement equipment or circulation systems which primarily benefit a single library, will not be considered.

D. Start-up costs for school, city, special, and academic libraries are the responsibility of the parent government entity or institution, and not appropriate for LSTA funding. However, the establishment or expansion of an independent public library district is a priority under the Idaho LSTA plan. Because no other parent entity exists to provide this service, LSTA funds may be used for this purpose.

E. LSTA funds can only be used to pay personnel costs for hours worked above and beyond current workload (up to a maximum of 1 FTE per individual), or for a new employee hired specifically for the grant project.

F. Refer to **Office of Management and Budget (OMB) Circulars on page 8**, to identify the correct OMB circular which describes the allowable uses of LSTA funds for your project.

G. Local matching funds may be provided from local property tax, general fund revenues, non-tax dollars, or other **non-federal** funds. All LSTA projects, except Demonstration District Projects and some Individual Continuing Education Projects, require local match of at least 25%. Demonstration District Projects require the maintenance of local financial support and the good faith effort of all participating libraries to the formation of the district. See Appendix G for the match required for Individual CE Projects.

H. Unless otherwise stated in the grant agreement, all equipment purchased as part of an LSTA

project is considered to be the property of the grant recipient. They must maintain adequate inventory records of equipment purchased and its location. The grant recipient is responsible for installation, maintenance, repair, replacement and ongoing operation of the equipment.

I. Project-related training will not be provided by the State Library unless it has been arranged prior to the submission of the Draft Application. Training needs for any project should be addressed in the Draft Application.

ONGOING COSTS AND PROGRAMS

A. All program costs after the grant period are the responsibility of the grant recipient or participant.

B. Applications to continue existing projects or services must stand on their own merits and may be given a lower priority than those for new projects.

PROJECT EVALUATION

A. Each application must include an evaluation component that describes what will be evaluated, how it will be evaluated, when the evaluation will take place and how the evaluation relates to the project objectives. This evaluation is normally designed and conducted by the grantee.

B. Because the State Library has a responsibility for monitoring LSTA grant projects, we may select several projects each year for peer review using an outside evaluator. The process for each project will be coordinated by the State Library staff in collaboration with the grantee and funded by the State Library's grants administration project. In addition, the State Library may elect to conduct an interim review of some projects to evaluate progress beyond the scope of the quarterly reports, or to evaluate results of a project a year after its completion.

APPENDIX C - REQUIREMENTS FOR AUTOMATION PROJECTS LEADING TO NETWORKING AND RESOURCE SHARING

Librarians should be aware that, based on ILNAC (the Idaho Library Networking Advisory Council) recommendations, by 2002 libraries must have their bibliographic records in electronic format (full USMARC) and electronically accessible from outside the library in order to participate in grant projects.

RESOURCE SHARING ELEMENTS

A. There must not be any legal restrictions which would prohibit the sharing of the records created in an LSTA project through the LiLI web-site, statewide union catalogs, regional union lists, or public access catalogs shared among libraries.

B. Access to the bibliographic records created under LSTA projects shall be freely given for any non-profit cooperative library venture, the aim of which is to extend and improve library services within the state.

C. The grant recipient agrees to make available for loan without charge to other Idaho libraries all items represented by records created under LSTA projects. Allowable exceptions are items typically not loaned, items loaned for short periods of time, items that are not renewable, reference materials and other items for which circulation is normally restricted by the recipient.

NETWORKING ELEMENTS

A. Applicant(s) purchasing an integrated library system must conduct a Request for Information (RFI) or similar process to gather price quotes from at least three different vendors prior to the Draft Application. The project budget will be based on these price quotes and *the price quotes will be attached to the Draft Application.* Similarly, if the project is to join an existing network, *a price quote from the network must be attached to the Draft Application.*

B. When the project involves the purchase of a new library automation system, the system must be web accessible and have a Z39.50 version 3 server.

C. *In your Draft Application*, identify any of the following which best describe what your library or group of libraries plan to do in this project:

- First-time purchase of an integrated library system
  - Name the vendor upon which the budget is based
- Migrate to a different system
  - Name the vendor upon which the budget is based
- Join an existing network
  - Name the network upon which the budget is based
- Create a new network
  - Name the network and the vendor
- Purchase a stand-alone integrated library system (single library jurisdiction)
  - Name the vendor

RETROSPECTIVE CONVERSION ELEMENTS AND FOLLOW-UP

A. The following first steps in a RECON project are the responsibility of the local library and must be completed PRIOR to the beginning of the grant project:

1. A thorough weeding of the collection to avoid doing RECON for items that are out-of-date or never used, and

2. Establishing an accurate shelf list or inventory so the records created will describe exactly the items that your library holds.

In the Draft Application, identify the date by which these activities will be completed.

B. Projects must result in the sharing of full USMARC records with the rest of the Idaho library community via LaserCat, an existing shared automation system, a web- or telnet- accessible online public access catalog, or the employment of the ANS/NISO Z39.50 information retrieval protocol.

C. The grant recipient agrees to maintain the integrity of records created during the project for at least one year beyond the end of the project. This includes:

1. Deleting records for items no longer held by the library, and

2. Editing records for items for which the call number has been changed.

D. *In the Draft Application*, describe how you will maintain your records in the future including creating records for new acquisitions. Include how you will address budget and staffing needs.

E. *In the Draft Application*, identify any of the following which best describe what your library or group of libraries plan to do in this project:

- First-time RECON
- Subsequent Phase RECON

Explain how you will accomplish the project and why you selected the option you did:

- Migrate to a different system
- Join an existing network
- Create electronic bibliographic records for a stand alone automation system (single library jurisdiction)
- Other (explain)

F. *In the Draft Application*, identify how the RECON of records will be accomplished:

- Out-source to a commercial vendor
  - Name the vendor
- Attach holdings to records in an existing network's database
  - Name the network

G. *In the Draft Application*, explain how you will handle bibliographic records for which USMARC records are not created (i.e., records which are not in the vendor's or network's database).

H. *Include with the Draft Application* an itemized price quote from the vendor or network.

TELECOMMUNICATIONS ELEMENTS

For projects involving telecommunications costs, *state in the Draft Application* whether the applicant(s) and participants have applied for or plan to apply for e-rate discounts; if they have not, state why. Telecommunications costs might include telecommunications lines (T-1 lines, Frame Relay, etc.), Internet service provider costs, or internal connections (cabling, hubs, network servers, etc.).

SCHOOL LIBRARY PARTICIPANTS

For projects involving school libraries, state in the *Draft Application* how the applicant(s) and participants have benefitted from school technology funds. If the applicant(s) have not benefitted

from school technology funds, state why. Explain why the applicant(s) are applying for LSTA funds rather than using school technology funds.

APPENDIX D - REQUIREMENTS FOR PLANNING PROJECTS

A planning project, especially for a networking project, should include the following activities, and may be done in phases if necessary. (See Appendix E for planning for a District Project.) Describe your "plan to plan" in the Draft Application by identifying and fully describing the specific activities included in the proposed project.

1. Establishment of a planning committee

2. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)

3. Proposed site visits to other successful projects that are similar to your project

4. Evidence of board approval from all libraries involved in the planning process

5. Products which may result from the planning process include but are not limited to:

   A. A long range or strategic planning document. Elements in the plan will include:

      1. Description of the community(ies) or geographical region the plan will serve
      2. Roles of the network or consortium
      3. Mission statement (purpose and values)
      4. Goals (service and management) or desired outcomes
      5. Objectives or strategies
      6. Activities
      7. Statement describing the process for reviewing and updating the plan

   B. Written agreements, guidelines, and policies to support the organizational structure of the network or consortium, including one or more of the following:

      1. Joint exercise of powers (Idaho Code Section 67-2328)
      2. Reciprocal borrowing, materials delivery, and/or cooperative collection development policies
      3. A representative governance structure
      4. Provisions for adding members and for allowing withdrawal from the agreement
      5. A sustaining funding mechanism

   C. An LSTA grant application to implement the resulting plan. Elements of the application

will include:

1. Description of the community the project will serve
2. Library roles the project will fulfill
3. Library mission the project will fulfill
4. Goals or desired outcomes of the implementation project
5. Objectives or strategies
6. Activities
7. Evaluation
8. Budget
9. Timeline

D. If the result of the planning process is that no project is to be pursued, provide in the final evaluation an explanation of why the original idea/concept will not work.

APPENDIX E - REQUIREMENTS FOR PROJECTS CREATING, EXPANDING, OR CONSOLIDATING LIBRARY DISTRICTS

The provisions of Idaho Code Title 33, Chapters 26 and 27, apply to these projects. See the State Library's District Handbook for more information on the processes described below.

PLANNING FOR A DISTRICT PROJECT

A. The applicant must be a legally constituted district or city library. For unserved areas, the State Library may consider a non-library entity as an applicant.

B. A feasibility study must be done prior to any election for a district establishment or annexation that is part of a grant project. The purpose of the study is to estimate the willingness of voters to support the district with their taxes. A library may request that such a study be conducted as a prelude to the planning year or as part of the planning year. The study will be conducted by an outside party via contract with the State Library and in collaboration with the applicant library. Contact your State Library Consultant for details.

C. Planning for a district establishment or consolidation should include the following activities. These activities may be done in phases. In the Draft Application, describe your "plan to plan" by identifying and fully describing the specific activities included in the proposed project.
   1. Establishment of a planning committee
   2. Consideration of boundaries of the proposed entity
   3. Estimated assessed valuation and population of the proposed entity
   4. Process for identifying stakeholders (individuals and groups with a stake in the project's outcome)
   5. Conduct a feasibility survey, if one has not previously been conducted (see B).
   6. Develop a plan for promoting the proposed entity
   7. Proposed site visits to other successful demonstration districts or consolidation projects
   8. Estimated income and expenditures. Itemize with amount, source, and timeline, for three years of the proposed entity:
      a. Implementation year
      b. First year as a new or expanded district
      c. Second year as a district
   9. Identify the next step which will result from the planning process. Examples of next steps include, but are not limited to:

a. Development of the grant proposal for the implementation year. Elements of the proposal will include:
   1. Goal of implementation project
   2. Objectives or strategies
   3. Activities
   4. Evaluation
   5. Budget
   6. Timeline

b. An explanation in the final evaluation of why the proposed consolidation or demonstration will not be pursued at this time.

DEMONSTRATION DISTRICT - ANNEXATION

A. The project applicant must be a legally constituted district library. **Applicants are strongly encouraged to do a planning project prior to a demonstration**.

B. The following information about the area to be served must be included in the Draft Application:
   1. Boundaries
   2. Population of the unserved area and of the proposed enlarged district, with source of data. (1990 Census or current estimate from Idaho Department of Commerce)
      NOTE: Number of unserved people added will be a factor in evaluating the project proposal. An explanation of why the area(s) were selected will be helpful.
   3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district
   4. Purpose of the project; why this needs to be done
   5. Objectives of the demonstration
   6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided
   7. Date of election (see Idaho Code 34-106, Limitation upon Elections). Generally, demonstration projects will end within 1 month of the election.

C. The Draft Application must explain how the project funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The Draft Application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The local match for a demonstration district project is the maintenance of local financial support and the demonstrated good faith effort by all participating libraries to enlarge the

library district. The LSTA share is a maximum of .06% of the assessed market value of the proposed district.

E. The Draft Application must include a letter addressed to the State Librarian from the county commissioners in the county(ies) involved. The letter must state that the commissioners have been informed of the district annexation project and are aware of their legal obligation to hold an election when a successful petition for election has been submitted. In the case of annexation by petition, the commissioners must state that they are aware of their legal obligation to order the annexation upon the submission of petitions containing the percentage of signatures required. A copy of the minutes for the meeting in which the commission agreed to send the letter must also be provided.

F. The Draft Application must outline the planned steps for:
   1. Transition to District operation if the election is successful, and
   2. Closing down the demonstration if the election is not successful.

G. If the annexation takes place, the enlarged district may apply to the State Library in the subsequent year for funds for first year district operations to serve previously unserved members of the district. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. See **First Year District Operations or Equalization of Services** on page 32 of this Guide.

DEMONSTRATION DISTRICT - ESTABLISHMENT

A. The applicant must be a legally constituted library that receives public funds. For unserved areas, the State Library may consider a non-library entity as an applicant. **Applicants are strong encouraged to do a planning project prior to a demonstration**.

B. The following information about the area to be served must be included in the Draft Application:
   1. Boundaries
   2. Population of the proposed district, with source of data (1990 census or current estimate from the Idaho Department of Commerce). According to Idaho Code 33-2703(5), the new district must have a population of at least 1,500 people unless a waiver is being granted by the State Library Board.
   3. Assessed valuation (Tax Commission estimate) of the unserved area and of the proposed enlarged district. According to Idaho Code 33-2703(5), the new district must have an annual budget of at least $25,000 from ad valorem revenues unless a waiver is being granted by the State Library Board.
   4. Purpose of the project; why this needs to be done

5. Objectives of the demonstration
6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided
7. Date of election (see Idaho Code 34-106, Limitation upon Elections). Generally, demonstration projects will end within 1 month of the election.

C. The Draft Application must explain how the project funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The Draft Application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. Local match for a demonstration district project is the maintenance of local financial support and demonstrated good faith effort to form the district by all participating libraries. The LSTA share is a maximum of .06% of the assessed market value of the proposed district.

E. The Draft Application must include a letter addressed to the State Librarian from the county commissioners in the county(ies) involved and from the council of each city maintaining a tax supported library located in the proposed district. The county commissioners' letter(s) must state that they are aware of the districting project and are aware of their legal obligation to hold an election when a successful petition for election has been submitted. The city councils' letter(s) must state that the council(s) agree to include their territory in the proposed district. A copy of the minutes for the meeting in which the commissioners and city council agreed to send their letter must also be provided.

F. The Draft Application must outline the planned steps for:
1. Transition to District operation if the election is successful, and
2. Closing down the demonstration if the election is not successful.

G. If the establishment takes place, the new district may apply to the State Library in the subsequent year for funds for first year district operations. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. See **First Year District Operations or Equalization of Services** on page 32 of this Guide.

H. The board of a library district formed as a result of this project will be required to:
1. Levy initially for maintenance and operations at .06% per dollar of assessed market value, or levy at a rate not more than the legal limit which yields at least $18.00 per capita and the minimum annual budget of at least $25,000 from ad valorem revenues (Idaho Code 33-2703(5)). Bonds (Idaho Code 33-2728) and levies for start-up costs (Idaho Code 33-2724) and plant facilities (Idaho Code 33-2729) may be used in addition to the

levy for maintenance and operations.

2. New districts serving 10,000 people or more must hire a director with an MLS. A waiver may be granted by the Idaho State Library for extenuating circumstances. To request a waiver, the new library district board must submit a description of the extenuating circumstances to the State Library Board within 12 months of the district establishment.

CONSOLIDATION OF DISTRICT LIBRARIES

A. The Draft Application must be made jointly by the library boards proposing to consolidate.

B. The following information about the proposed new district must be included in the Draft Application:
   1. Boundaries
   2. Population of the proposed new district, with source of data
   3. Assessed valuation (Tax Commission estimate) of the proposed new district
   4. Purpose of the project; why this needs to be done
   5. Objectives of the consolidation
   6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided to all parts of the proposed new district

C. The Draft Application must explain how the project funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The Draft Application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The boards involved in the project must sign a contract for joint services by the end of the first quarter of the project. The boards must also agree to meet jointly to discuss consolidation at least twice during the project year. Prior to the end of the project year, the library boards must vote on the question of consolidation.

E. If the consolidation takes place, the consolidated district may apply to the State Library in the subsequent year for funds for first year district operations. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. See **First Year District Operations or Equalization of Services** on page 32 of this Guide.

F. If the consolidation does not take place, the final evaluation must include an explanation of the reason(s) that decision was made.

CONSOLIDATION OF DISTRICT AND CITY LIBRARIES

A. The Draft Application must be made jointly by the library boards proposing to consolidate.

B. The following information about the proposed enlarged district must be included in the Draft Application:
   1. Boundaries
   2. Population of the proposed enlarged district, with source of data
   3. Assessed valuation (Tax Commission estimate) of the proposed enlarged district
   4. Purpose of the project; why this needs to be done
   5. Objectives of the consolidation
   6. Activities and methods planned to meet the objectives, including how consistent and equitable service will be provided to all parts of the proposed enlarged district
   7. Date of election (see Idaho Code 34-106, Limitation upon Elections)

C. The Draft Application must explain how the project funds will be spent, including a working budget, an explanation of activities, and the activities tied to budget figures and to the timeline. The Draft Application must also include estimated income and expenditures, with amount, source, and timeline, for the first and second years of district operations if the demonstration district or consolidation is successful.

D. The boards involved in the project must sign a contract for joint services by the end of the first quarter of the project. The boards must also agree to meet jointly to discuss consolidation at least twice during the project year.

E. The Draft Application must include letters addressed to the State Librarian from the city council stating that they are aware of the districting project and are aware of their legal obligation to hold an election when a successful petition for election has been submitted. A copy of the minutes for the meeting in which the city council agreed to send the letter must also be provided.

F. If consolidation takes place, the consolidated district may apply to the State Library in the subsequent year for funds for first year district operations. Approval of such a proposal is not automatic and will be subject to the same conditions and the same competitive process as other LSTA grant proposals. See **First Year District Operations or Equalization of Services** below.

FIRST YEAR DISTRICT OPERATIONS OR EQUALIZATION OF SERVICES

A. The applicant must be a library involved in an annexation, establishment, or consolidation

project during the previous year. If the proposal is submitted prior to the election or decision to consolidate, consideration of the proposal will be contingent upon the outcome of the election or decision. Some Eligibility Requirement may be waived for new districts established without an existing public library as a participant. Applicants must address in their application how they plan to meet eligibility requirements.

B. The following information about the proposed new or enlarged district must be included in the Draft Application:
   1. Population of the proposed district, with source of data (1990 census or current estimate from the Idaho Department of Commerce)
   2. Assessed valuation (Tax Commission estimate) of the proposed or new district, and the amount of ad valorem revenue that will be generated by a .06% levy
   3. Benchmarks, major accomplishments, major changes in the demonstration district or consolidation implementation project to date
   4. All sources of funding, including the amounts from each expected to be available during the project year and when (city, levy for start-up costs, tax anticipation notices, grants, etc)
   5. The major objectives, strategies, and activities planned for the new district's first year
   6. If applicable, how the requirement to hire a director with an MLS will be met
   7. The process and timeline for developing district administrative structure, policies, and procedures
   8. The process and timeline for developing or updating a long range or strategic plan for the proposed district by the end of the project year

C. Applicants for first year operations projects must consider other allowable tax revenues for a new or enlarged district (see Idaho Code 33-2724, general preliminary expenses for newly created library districts, and Idaho Code 63-3102, revenue anticipation notes for taxing districts) and include an evaluation of those alternatives in the proposal.

D. The local match for this project should include the maintenance of financial support from any library jurisdictions involved in the annexation, establishment, or consolidation.

APPENDIX F - REQUIREMENTS FOR ADVOCACY GRANTS

Subgrants to libraries are available for advocacy/marketing efforts to support local library services or to complement the State Library's programs and advocacy efforts.

1. Application may be made throughout the year on a special form.

2. Project budgets may range from $1,000 (minimum) to $5,000 (maximum), with at least 25% local match and no more than 75% LSTA funds.

3. Projects may include, but are not limited to, the following:
   - Broadcast, print, and billboard public service and ad campaigns
   - Graphic design and production for brochure, flyers, banners, and other publications
   - Web design services
   - Marketing plan development services
   - Video production for presentations

4. Projects may not include costs for the following:
   - Clip art subscriptions
   - Computer hardware, software, and/or training
   - Political lobbying efforts

Contact the State Library Special Projects Coordinator for Advocacy for specific information on the application process and timeline.

APPENDIX G - REQUIREMENTS FOR INDIVIDUAL CONTINUING EDUCATION PROJECTS

Subgrants to libraries are available for locally planned Continuing Education (CE) projects that address the following:

1. Grants to support individual or group activities to meet an identified need of a library that is consistent with the priorities of LSTA.
   - Application may be made throughout the year on a special form.
   - Project budgets must be at least 25% local match and no more than 75% LSTA funds, with a maximum LSTA amount of $750.

2. Grants to support an individual or group for a CE need of the Idaho library community.
   - Needs, activities, and potential participants are identified by the State Library.
   - Local Match: None.

3. Grants to support a library employee for first time attendance at a major state, regional or national library conference.
   - Application may be made throughout the year on a special form.
   - The LSTA grant will cover the amount of conference registration, airfare or mileage, and lodging.
   - Local Match: All other costs of attending the conference.

4. Grants to support a library director to attend university or college library science courses to meet formal educational guidelines set by the State Library.
   - Application is made by letter from the library director, stating the name of the employee, and the name of the course that the grant would support.
   - The LSTA grant will cover full tuition for in-state undergraduate library science courses, and up to $300 per semester for tuition for ALA-accredited masters degree courses.
   - Local Match: All other costs of attending the course.
   - The student must receive a grade of C or better for undergraduate courses, B or better for graduate courses in order to receive the grant funds.

Contact the State Library Continuing Education Consultant for specific information on the application process and timeline.

APPENDIX H - REQUIREMENTS FOR READ - TO - ME PROJECTS

Up to ten libraries will be selected to receive grants of $5,000 each to develop and implement community outreach programs to help parents and care givers of children from birth through age eight understand the importance of reading aloud to their children.

$50,000 in LSTA funds will be set aside for Read-to-Me grants. Applications must be submitted according to the dates in the competitive grant cycle, and will be evaluated by the Advisory Council. A local match of at least 25% ($1,250) is required for Read-to-Me grants.

The projects should target at risk families and their children. Family risk factors include living below the poverty level, teen parents, parents who do not have a high school diploma or GED, parents who do not speak English as their primary language, single-parent families, parents who may be affected by domestic abuse, alcohol or drug abuse, or families with children who have disabilities.

At least one active community collaborator is required to participate in the Read-to-Me grant projects to assist the library with recruiting and retaining families with the Read-to-Me service. Potential partners might include (but are not limited to) Head Start agencies, child care providers, health care providers, adult or family literacy programs, teen parent programs, school districts, foster grandparent programs, WIC programs, or migrant councils. Examples of "model" Idaho Read-to-Me programs can be found on the Read-to-Me web site <http://www.lili/isl/readtome>.

Service components of the grant project must include a mix of at least two of the following criteria:

- Creative programming for children to support their development of listening, speaking, reading, and writing skills.
- Programs for parents/child care providers that help develop attitudes, knowledge and skills to support their children's learning (topics could include brain development and the importance of early language development, how to read aloud and select books, and other parenting issues).
- Family programs for young children and their parents together.
- Outreach activities for the target families/child care providers at locations other than the library.

Contact the Read-to-Me project coordinators, Peggy McClendon or Stephanie Bailey-White, at 1-800-458-3271 for specific information on the application form and process.

APPENDIX I - REQUIREMENTS FOR JUST-IN-TIME GRANTS

"Just-in Time" grants may be made by the State Library when opportunities arise outside the competitive grant cycle for projects that directly support one of the two highest priorities of the statewide plan. Funds will not be reserved or set aside for Just-In-Time grants, but will be available if and when current subgrantees do not expend all of their allocated budgets.

The project must be:

- Clearly part of one of the state's highest priorities:
  - a step or phase in planning for a district establishment, annexation, or consolidation, such as a feasibility study or a PR campaign OR
  - establishment, enhancement, or expansion of multitype library networks or consortia, such as a library joining an existing automated network or making an existing system Z39.50 compliant
- Fully planned and ready to implement
- Supported by the statewide plan and the applicant's plan

The applicant library (and any participant libraries) must:

- Meet the appropriate Eligibility Requirements
- Have been in close communication with a State Library consultant during the development of the project
- Document the time-sensitive nature of the project (why wasn't the project submitted for the most recent grant cycle, and why it can't wait for the next one)
- Complete a grant application form

Grant funds:

- Will not be reserved for Just-In-Time grants, but will be available only if current grant projects do not expend all of their allocated budgets
- Are available on a first-come first-served basis
- Cannot exceed $50,000
- Must be matched with at least 25% "local" funds
- May be administered as a subgrant awarded to the applicant or as a State Library-administered project

Just-in-Time Grants Process:

- The State Library consultant and a library (or group of libraries) agree that a specific project could benefit from a Just-in-Time grant.
- The State Library consultant confirms whether or not grant funds are available for Just-in-Time grants.

- The State Library consultant invites the library to draft a brief proposal describing the project, timeline, budget, and the time-sensitive nature of the project.
- State Library forms a Just-in-Time team to review the proposal and determine if the project meets the guidelines for Just-in-Time grants.
- If the team determines that the project meets the guidelines, it invites the library to complete a grant application form.
- The team reviews the application and makes a recommendation to the State Librarian.
- If the State Librarian approves the application and the amount requested is no more than $10,000, the grant is awarded.
- If the State Librarian approves the application and the amount requested is more than $10,000, a recommendation will go to the State Library Board to approve the application.
- If 2 or more Just-in-Time grant applications are under consideration at the same time and there are insufficient funds to award all of them, LDD staff will try to negotiate alternatives with the applicants. Ultimately, LDD staff will develop a recommendation and the State Librarian will decide.